



K.L.E Society's
INSTITUTE OF MANAGEMENT STUDIES and RESEARCH
B.V.B. CAMPUS, VIDYANAGAR, HUBBALLI-580031.
(Karnataka State) INDIA

Approved by AICTE, New Delhi,
Recognised by Govt. of Karnataka
Affiliated to Karnatak University,
Dharwad.
Email : klesimsr@yahoo.com
Website : www.kleimsrhubli.org

Phone (O) : 0836-2377466
Tel/Fax : 0836-2376369
Placement : 0836-2277447

Ref. No. : KLES-IMSR/ : _____

Date : _____

KLEs IMSR Rules and Regulations

Admission: The students who have successfully completed any under graduate degree from any University recognized by UGC is eligible for admission to MBA Program, provided they also satisfy eligibility conditions prescribed by UGC, AICTE, and Govt. of Karnataka.

Admission to MBA program is only through common entrance test (PGCET) conducted by Karnataka Examination Authority (KEA) for Government seats and through Karnataka Management Aptitude Test (KMAT) or any other National level entrance test (CAT, MAT, CMAT, etc.) for management seats.

Duration:

The MBA program is for a period of two academic years, each academic year comprising of two semesters.

Fees:

- The candidate should pay the entire prescribed fees for the particular year while taking the admission to 1st year and 2nd year MBA.
- In any circumstance fees paid once will not be refunded.
- In case student requests for cancellation / transfer of admission, such students are required to pay remaining fees prescribed for 2 years MBA program.



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Admission process:

For Government seats

- Students must produce their PGCET seat allotment letter.
- Fees paid challan in case of admission through PGCET

For Government and Management Seats:

- SSLC / X, PUC II / XII and Undergraduate original marks cards for the verification by University is to be produced during the time of admission.
- Transfer certificate and Migration certificate (in case of students seeking admission other than KUD)
- Medical fitness certificate from Government hospital, RMO.
- Photocopy of Aadhar card and Bank passbook
- 5 copies of recent photo.
- Duly filled college admission form signed by the parent and college fees payment challan.

Academic:

Two year MBA program comprises of four semesters, and students are expected to read carefully the rules and regulations related to academic activities, attendance, and examination etc. in detail as prescribed by the Karnatak University Dharwad.

College working hours:

- The college will be working 6 days in a week Monday to Saturday from 9.00am to 5.00pm
- Sunday is weekly holiday and other holidays as prescribed by the University.



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Disciplinary Policies:

Attendance, etiquettes and dress code:

- Students are required to attend all theory and practical classes compulsorily.
- Students are not allowed to go on leave without permission of Dean/ Director of the institute.
- As per University, 80% of attendance is mandatory to fill in the examination form.
- Students are required to attend all class tests compulsorily and also submit assignments, project work in time.
- The students are required to move out of the campus for Surveys, Assignments, Projects or any other curricular and extra-curricular activities of the Institute.
- Students are required to refer the notice board / digital medium daily for college notifications.
- Every student must carry his / her Identity Card while entering the campus and when representing Institute out of the campus (during Industrial visit, attending fests, conferences etc.).
- Students are required to wear Uniform provided by the Institute on Monday and Thursday of every week and during the Guest Lectures, on other days of the week students are supposed to wear formal dress (as prescribed by the Institute).



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Behavior:

- **The institute does not permit any ragging activity in the campus, as per the AICTE notification dated 01-07-2009.**
- Each student is responsible for the proper handling and safe custody of any assets that he/she may be using. In case of any intentional or negligent damage or loss to the institute property, the student shall have to pay the cost of repair or replacement.
- No guests / visitors shall be allowed with the students in the class/lab/ library.
- Students must help keep the institute neat and clean and also preserve and maintain the greeneries. Eatables / beverages are not allowed inside the study areas including classrooms, labs and library.
- Students must conserve electricity and water. They must switch off lights, fans, AC and shut down the system when they leave the class room and Computer lab.
- Students are not allowed to use the mobile phone during the lecture/class hours.
- Students are restricted from sharing institute resources and information with outsider.
- Students are restricted from involving in any kind of strike/agitation.
- Students are required to take personal care of their belongings; Institute is not responsible for any damage/loss of such things.
- Students are expected to take care of personal health and safety, Institute is not responsible for any accidents due to the negligence and misconduct by the student.
- Any form of Tobacco, Alcohol and use of drugs are not allowed.
- Students are restricted from use of abusive language.
- Students are required to follow the code of conduct prescribed by the Institute during the Industrial visits and tours.
- Students interested in placement are required to register their name with placement cell and are ought to follow the instructions given by placement cell



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Others:

- Eligible students are advised to consult student welfare officer to avail scholarship facilities provided by Government and private agencies.
- Students are responsible to fulfill eligibility for scholarship and to apply in time for various scholarships provided by Government and private agencies.

NOTE: In lieu of the above, any changes and modifications to the rules and regulations of the Institute are required to be abided by the students.

- **All judicial proceedings are subjected to Hubli Jurisdiction only.**



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POLICIES AND GUIDELINES OF THE **INSTITUTE**

Student welfare and development policy:

- The institute will provide opportunities for overall development of the students through organizing seminars/workshops/Industrial visits / Events / Pre-placement training, and also allowing the students to participate in activities/events organized by other institutes.

MENTORING POLICY

- All students will be assigned a faculty mentor to monitor progress of students.
- The mentors will monitor attendance, behavior, performance, attitude, etc. and counsel on the areas of improvement.
- Availing mentorship is the responsibility of the student and take the benefit of the same.

Library Policy:

- Students must enroll their names with library and abide by library policy.
- Students are expected to use library resources and maintain discipline in library
- Students are encouraged to use the Digital Library and Digital Content subscribed by the Institute.

PLACEMENT POLICY

- Institute will provide assistance to students for placement.
- Students are provided with pre-placement training on aptitude / Communication skills / Interview skills.
- Placement cell will provide related information about placement opportunities.